TOOLBOX: ADDING STAFF MOPD IDs TO A DVN

For directors, family home providers & owners

Training records are created when trainers collect a participant's MOPD ID at a training session then enter the MOPD ID into the Missouri Workshop Calendar. If the trainer does not enter the MOPD ID, the training will not appear on training reports. Training records are connected to an individual's MOPD ID. The facility's DVN must be set up on OPEN's Toolbox website by adding MOPD IDs to the DVN to see staff/assistant training records. MOPD IDs can be obtained or looked up at **www.mopdid.org.** See instructions below.

QUESTIONS about any part of this process should be directed to OPEN:
573-884-3373   openinitiative@missouri.edu

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1) Create an account on OPEN's Toolbox. Google "open initiative" and click on "Toolbox Login/ Create Account." Then click "Create a Toolbox Account Now." Record your ID_____ and Password_____.
2) Log in to the Toolbox account.
3) Click "Permissions Agreement" form at bottom of page.
4) Print and complete the Permissions Agreement form and return to OPEN by fax at 573-884-4627 or by email at openinitiative@missouri.edu. OPEN will verify that the individual is associated with that DVN as the owner, director, training coordinator, etc. Multiple individuals may be granted permission for one DVN and one individual may have permissions for multiple DVNs. There will be a waiting period while OPEN reviews the request. Contact OPEN to check on the status of your request.

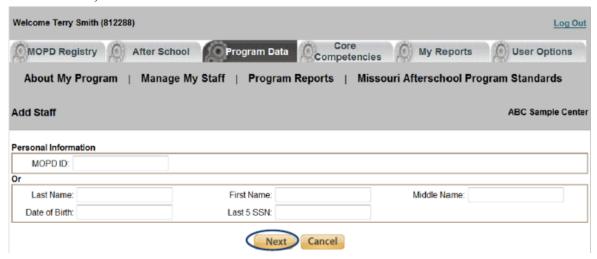**OPEN WILL CONTACT THE INDIVIDUAL BY EMAIL ONCE PERMISSION IS GRANTED**

5) After permission is granted, log in to the Toolbox.
6) Click on Program Data and select Manage My Staff. If the Program Data tab is not shown, this indicates your permission has not yet been granted.
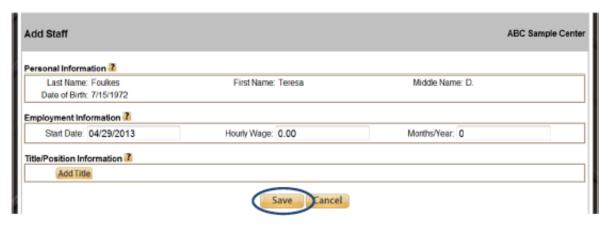

7) Click Add.

MOPD ID	Last Name	First Name	Title	Hourly Wage	Months/Year	Hours/Week	Start Date
829944	Sample	Abby	Program Director	$0.00	12.00	40.00	10/11/2012
829949	Sample	Betty	Lead/Head Teacher	$0.00	12.00	40.00	10/11/2012
829950	Sample-Sample	Cutie	Assistant Teacher	$0.00	12.00	40.00	10/11/2012
829951	Sample-Sample	Dottie	Lead/Head Teacher	$0.00	12.00	40.00	10/11/2012
812288	Smith	Terry	Program Director	$0.00	0	40.00	10/23/2012
830485	Super-Sample	Eddy		$0.00	0	0	10/26/2012

Add   Edit   Terminate

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8) Enter the staff/assistant's MOPD ID and click Next twice. (It may not respond the first time, so please click twice.)

9) Ensure the proper name appears and **enter the staff/assistant's start date**. Click Save. Staff members' titles, hourly wages, and other information may optionally be entered to maintain facility records.

10) Repeat for additional staff.
11) If an individual is no longer working at the facility, remove them by clicking on the row with their name, then clicking "Terminate" at the bottom of the screen.

HOW TO RUN PROGRAM TRAINING REPORTS

**For best results, use INTERNET EXPLORER OR FIREFOX to run training reports.
GOOGLE CHROME DOES NOT support the reports as well.**

A) Log in to the Toolbox.
B) Select the "Program Reports" tab.
C) Select "Program Training" report from the dropdown box.
D) Select the year.
E) Click "Launch Report."
F) The report may take a minute to run. Problems with running the report should be directed to OPEN at 573-844-3373 or openinitiative@missouri.edu.

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